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SEP 29 2004

## MEMORANDUM

From: *Kenneth T. Venuto*  
RADM K. T. VENUTO  
COMDT (G-W)

To: RADM K. J. ELDRIDGE

Subj: PRECEPT CONVENING A U.S. PUBLIC HEALTH SERVICES (USPHS) OFFICER  
ASSIGNMENT PANEL FOR THE RECOMMENDATION OF USPHS OFFICERS  
FOR ASSIGNMENT DURING CALENDAR YEAR 2005

1. You are hereby appointed President of subject panel consisting of yourself and the below named officers:

CAPT Charles Bruner, USPHS  
CAPT Denise Canton, USPHS, non-voting member  
CAPT Stephen Mehling, USCG  
LCDR James Andrews, USCG, non-voting reporter  
LCDR Joyce Aivalotis, USCG, non-voting reporter

2. The Panel will convene at 0830 on Wednesday, 13 October 2004 in Suite 501, Coast Guard Personnel Command, or as soon thereafter as possible, for the purpose of recommending assignment of USPHS officers throughout the Coast Guard during the 2005 assignment season. Members of the Panel shall swear or affirm that they will, without prejudice or partiality, and having in view both the special fitness of officers and the efficiency of the Coast Guard, perform the duties imposed upon them.
3. Anticipated USPHS billet vacancies have been identified and announced to the field through the shopping list. This list may have been altered somewhat by events such as establishment or disestablishment of billets and unanticipated separations.
4. In developing your slate, you must carefully consider the needs of the Service, along with the personal desires of individuals to be reassigned. It is important to accommodate the needs of the individual, but in the final analysis, the needs of the Service must prevail. Officers, after receiving Panel assignments, will be provided an opportunity to decline their Coast Guard orders and return to the USPHS for reassignment.
5. As with US Coast Guard promotions, USPHS promotion boards place great emphasis on promotion-eligible officers being in billets of appropriate grade levels.
6. In addition to the above guidance, the panel should consider the factors explained in Enclosure (1), as you evaluate each officer's record.

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7. The Panel will also designate the Health Services Division Chief (CHSD) for commands, where deemed appropriate. The CHSD may be the senior medical officer, senior dental officer, or other senior clinician, if determined to be suitable by the Director, Health and Safety Directorate. Your decision in designating the CHSD should be based on demonstrated management and leadership ability, in addition to seniority.
8. The Panel shall recommend assignments on the basis of its own deliberations and bona fide official records and communications. Flag officers may not solicit the assignment of a particular officer. You should emphasize to the members of the Panel the importance of their obligation to confine themselves to the facts of record and not predicate judgments on rumor or hearsay. At the end of your deliberations, all members must be able to say that the officers recommended for assignment are, in the opinion of the majority of the Panel members, best qualified to carry out the duties and responsibilities of the position for which they are recommended.
9. The Panel's report may recommend procedures and selection criteria, which the Panel feels would serve to guide future USPHS assignment panels.
10. The Panel shall submit a report in writing signed by all members of the Board. Except for the report of this Panel, the proceedings of the Panel shall not be disclosed to any person not a member of the Panel. You will direct the members of the Panel that their recommendations shall be kept confidential until the Assistant Commandant for Human Resources approves the report, and the assignment recommendations are released to the Service at large.

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Encl: (1) Commandant's Guidance to PY05 Officer Selection Boards